

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 17, 1998

COUNTY FISCAL LETTER (CFL) NO. 98/99-52

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE
CLAIM (CEC) FOR THE OCTOBER – DECEMBER 1998 QUARTER:
CLAIMING INSTRUCTIONS

This letter provides claiming instructions and information for the October –
December 1998 quarter and includes the following program areas:

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Information on the current forms is no longer applicable due to the conversion from the State of California Automated Template (SOCAT) to FoxPro© database.

I. SOCIAL SERVICES

Monthly Visits for Foster Children in Group Homes

All County Letter (ACL) No. 98-81, dated October 16, 1998, notified counties of the Senate Bill (SB) 933 requirement that all foster children placed in group homes, both in and out of state, be visited on a monthly basis. CFL No. 98/99-18, dated September 25, 1998, established time study code (TSC) 5771 to record the time associated with performing these increased visits.

CWDs

Effective with the December 1998 quarter, Program Code (PC) 577, Monthly Visits for Group Home Placements (CWD), has been established for capturing the costs of the monthly visits. (Note: PC 148, Child Welfare Services-Case Management, remains the code for reporting costs associated with non-group home foster care placement visits). Allowable costs include salaries and benefits, allocable support, direct charge/support operating, EDP, and staff development for activities associated with the monthly visits. The following program identifier numbers (PINs) have been established for PC 577:

PINs 577088-94 Support Operating Direct Charge Costs

Probation Departments

PC 579, Monthly Visits for Group Home Placements (Probation), has been established to capture all probation costs associated with the monthly visits. CWDs will record probation costs to direct cost PIN 579059, Probation Expense. As stated in CFL 98/99-18, a Memorandum of Understanding shall be in place between the Probation Department and CWD and the allowable costs are the same as described above.

Funding for these new programs is 50/50/0/0 (Federal/State/ Health/County funds). The federal/nonfederal persons ratio will be used to determine the portion of the costs that are not eligible for federal reimbursement. These costs will be rolled forward to State Only Codes – Monthly Visits for Group Home Placements-Nonfederal to PCs 586 (CWD) or 587 (Probation) which are funded 100 percent State General Funds (SGF).

II. CALWORKS

A. CalWORKs Function

Effective with the September 1998 quarter, for simplified accounting and budgeting purposes, the CalWORKs programs with a sharing ratio of 65/35/0/ County Maintenance Of Effort (MOE) is being changed to reflect 100/0/0/ County MOE (Federal/State/Health/County funding). The July - September 1998 quarter CEC will be revised when audited to indicate the revised sharing ratio. FoxPro© will be corrected to reflect this change in the December 1998 quarter.

B. Nonfederal CalWORKs Transitional Services

Effective with the October - December 1998 quarter, PC 648, Nonfederal CalWORKs Transitional Services, has been established to capture costs for transitional services for the CalWORKs population that are not federally eligible. Counties will claim the cost of performing case management activities on behalf of nonfederally eligible former CalWORKs recipients (recent noncitizen entrants who are employed and have received aid within the previous 12 months) and for participants in on-the-job training who become ineligible for CalWORKs due to earned income, hours of work, or loss of income disregards.

CalWORKs transitional services include direct costs associated with transportation, ancillary expenses (e.g., books, tools, clothing, etc.), personal counseling, and substance abuse and/or mental health treatment, to the extent that services are not medical in nature. The following PINs have been established for PC 648:

PINs	648031	Contracted Services
	648068	Direct Costs
	648088-94	Support Operating Direct Charge Costs

C. CalWORKs Transitional Services, Contracted Services

PIN 631031, CalWORKs Transitional Services, Contracted Services, has been established to allow counties the ability to contract out transitional services. This PIN was inadvertently omitted when PC 631, CalWORKs Transitional Services, was established in the January - March 1998 quarter. For allowable costs, refer to CFL No. 97/98-52, dated March 25, 1998.

D. Federal WtW Grant Program Matching Funds – Regional Collaboratives

CFL No. 98/99-31, dated September 17, 1998, provided an allocation of \$1 million in WtW Grant Matching Funds to seven specified counties for the purpose of funding regional collaborative activities that directly benefit targeted populations of CalWORKs recipients who meet specific criteria. PC 647, Federal WtW Grant Program matching Funds – Regional Collaboratives, has been established to capture costs claimed by Alameda, Humboldt, Los Angeles, Riverside, San Bernardino, San Joaquin, and Ventura for allowable regional collaborative activities. These counties have been identified as fiscal agents representing CWDs in the statewide collaborative effort to improve the efficiency and effectiveness in delivering workforce development services. PC 647 is funded with 100 percent SGF and expenditures will be counted towards meeting the Federal WtW Grant Program matching requirements. The following PINs have been established for PC 647:

PINs	647031	Contracted Services
	647068	Direct Costs
	647088-94	Support Operating Direct Charge Costs

Refer to All County Information Notice (ACIN) No. I-14-98, dated March 4, 1998, for specific details on allowable activities and eligible populations who may be served with these funds. Additional clarifying instructions regarding the allowable uses of these funds have been provided in ACL No. 98-90, dated November 18, 1998 from the California Department of Social Services, Employment Bureau.

E. CalWORKs Evaluation for Alameda, Butte, Fresno, Los Angeles, Sacramento and San Diego Counties Only

Effective immediately, PC 646, CalWORKs Evaluation, has been established for claiming county costs associated with the CalWORKs statewide evaluation. To the extent counties have retained appropriate records, costs may be claimed to PC 646 retroactive to the July - September 1998 quarter. Allowable costs include county coordinator salaries and benefits, travel costs, incurred by the county coordinator, and EDP costs incurred specifically for the evaluation effort, that are not reported on the DFA 325.1A, EDP Cost Detail Schedule.

The CalWORKs statewide evaluation is Temporary Assistance for Needy Families (TANF) funded with a sharing ratio of 50/50/0/0 (Federal/State/Health/County). The following PINs have been established for PC 646:

PIN	646088-94	Support Operating Direct Charge Costs
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III. OTHER PUBLIC ASSISTANCE

A. RRP Public Assistance

CFL No. 98/99-18 notified counties that PC 251, RRP Public Assistance Program, is being deleted from the CEC effective with the October - December 1998 quarter. The population previously served under this program (refugees who are within the first 36 months of residency in the United States) became part of the main CalWORKs Program on January 1, 1998. Related allowable costs and claiming instructions are the same as those for PC 614, CalWORKs Eligibility, and should be reported accordingly.

B. CAPI

CFL No. 98/99-18 established PC 308, CAPI, and provided time study instructions for use beginning with the October - December 1998 quarter. This program provides cash assistance to aged, blind, and disabled legal immigrants who are non-citizens and who meet certain specified criteria (please refer to ACL No. 98-82, dated October 16, 1998, for program implementation instructions). Funding is 100 percent SGF.

Allowable costs include salaries and benefits, travel, staff development, allocable and direct-to-program support, EDP, and direct costs as indicated below. The following PINs have been established for PC 308:

PINs	308003	Transportation
	308031	Contracted Services
	308088-94	Support Operating Direct Charge Costs

C. State Adult Program – Special Circumstances Allowance Program

CFL No. 98/99-18 established PC 245, Special Circumstances Program, and provided time study instructions for use beginning with the October - December 1998 quarter. This program provides limited vendor payment and cash grant under certain emergency conditions to eligible In-Home Supportive Services (IHSS), CAPI, and Supplemental Security Income/State Supplemental Payments (SSI/SSP) recipients who have an unanticipated need to maintain safe, healthful housing after a catastrophe, such as flood, fire, or earthquake. Please refer to ACL No. 98-74, dated September 21, 1998, for program implementation instructions. Funding is 100 percent SGF.

Allowable costs include salaries and benefits, travel, staff development, allocable and direct-to-program support, EDP, and direct costs as indicated below. The following PINs have been established for PC 245:

PINs	245003	Transportation
	245031	Contracted Services
	245088-94	Support Operating Direct Charge Costs

While it was initially intended that the grant payments for this program would be reported on a separate assistance claim, for administrative simplification, grant payments will be reported as a direct cost on the CEC. The following PIN has been established effective with the December 1998 quarter for this purpose:

PIN:	245096	Special Circumstance Allowance Cash Grant Payments
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D. ABAWDs—FSET

CFL No. 98/99-18 issued time study instructions for the ABAWDs Program. Effective with the October - December 1998 quarter, PC 306, ABAWDs-Workfare, and PC 307, ABAWDs-Education/Training, have been established to capture the costs associated with ABAWDs. Allowable costs include casework salaries and benefits, allocable support, EDP, staff development, and direct costs as indicated below. Up to the amount of allocation, funding for ABAWDs costs is 100/0/0/0 (Federal/State/Health/County).

Beyond the allocation, 50 percent Federal funding is available. The following PINs have been established for PCs 306 and 307:

PINs	306003	Transportation
	306031	Contracted Services
	306088-94	Support Operating Direct Charge Costs
	307003	Transportation
	307031	Contracted Services
	307088-94	Support Operating Direct Charge Costs

E. CFAP

ACL No. 98-66, dated September 1, 1998, issued implementation instructions for the expanded CFAP, which now includes all ages beginning September 1, 1998. The CFAP initially covered only the aged 65 years of age or older, and minors under 18 years old. ACL 98-76,

dated September 25, 1998, provided information on the implementation of the Agriculture Research, Extension, and Education Reform Act of 1998 (AREERA). Effective November 1, 1998, AREERA restores federal food stamp eligibility to almost all of the CFAP population except for those noncitizens who were not legally residing in the United States on August 22, 1996.

Due to the removal of the age restriction, PCs 606, CFAP-Minors, and 609, CFAP-Aged, have been retitled “CFAP-Families” and “CFAP-Singles,” respectively. By definition, Single is an individual 18 years of age and older without a dependent minor child (children). Family is defined as including a dependent minor child or children. Expenditures attributable to families are countable toward the State’s TANF Maintenance of Effort (MOE). Funding for CFAP remains 100 percent SGF.

Effective with the October-December 1998 quarter, CWDs will report the persons count for Families on DFA 325.1, Line AE, and for Singles, on Line AF. The total for nonfederal persons will be reported on Line AG.

The data reporting form DFA 296 and CEC DFA 325.1 have been revised accordingly. CWDs must enter the CFAP persons count on DFA 296, and report it on DFA 325.1. Additional data reporting instructions will be provided in a separate cover from the Data Systems and Survey Design Bureau.

CWDs will need to submit supplemental claims for the July - September 1998 quarter to account for the correct CFAP persons that became eligible under the expanded CFAP in the last month of the quarter. CFL No. 98/99-19, dated September 25, 1998, instructed CWDs to maintain a count of the expanded population for the two months of September and October 1998 pending the revision of the data collection reporting forms. For the July - September 1998 quarter supplemental claims, the categories of the new population that fall under Families or Singles will be added to the minors and aged counts, respectively.

IV. EDP

MAGIC Application Maintenance Costs (Merced Only)

Effective with the October - December 1998 quarter, Merced County will pay the county share of the application maintenance costs of MAGIC, according to Welfare and Institutions Code 10823.5. Merced County’s share of the maintenance costs is based on its percentage share of the total caseload of Consortium IV, for which Merced was approved on October 1, 1998. The caseload percentage share will be adjusted each fiscal year to reflect changes in

the caseload for the consortium. Caseload is defined as actual average annual duplicated case counts for the most current full fiscal year for the programs included in the consortia system. The maintenance costs will be claimed as a direct-to-program cost to PC 280, Statewide Automated Welfare System (SAWS) Maintenance and Operations (Merced Only), at the sharing ratios of 50/35/0/15 (Federal/State/Health/County). The CEC form DFA 327.5B, Funding—CalWORKs, has been revised to reflect the new sharing ratios. Merced will continue to file addendum pages with the quarterly expense claims for appropriate benefiting program funding purposes.

V. GENERAL

- A. Correction to Indirect Cost Rate Information provided in CFL No. 98/99-19, dated September 25, 1998.

CFL No. 98/99-19, dated September 25, 1998, provided Indirect Cost Rate information for FY 1998/99. The first paragraph of the ICR section found on page 16 stated that the ICR should be applied to nonwelfare activities reported on the CEC, DFA 325.1, Line AA, Extraneous Costs. This is inaccurate under our new claiming process. As provided on page 7 of CFL No. 97/98-64, dated June 18, 1998, all nonwelfare activities must be reported in the Nonwelfare Function, which will draw its own overhead through the CEC. The ICR, however, is applied to the salary and benefits of *support staff who perform support activities for nonwelfare programs with no casework equivalent hours*. As noted in CFL No. 97/98-64, this cost is reported in the Nonwelfare Function as a direct cost, to PIN 805068, or to 806068, Nonwelfare-Non EDP.

- B. Expenditure Certification for the CWD Expense Claim

Effective with the October – December 1998 quarter, the items listed below will replace the current certification language on the “Expenditure Certification for the County Welfare Department Expense Claim” form, DFA 325.5. The purpose is to comply the 7 CFR, Part 3018 and 45 CFR Part 93, which prohibit the use of federal funds on lobbying activities, into the expense claim form as provided by the CFL No. 97/98 – 63, dated June 26, 1998.

III. County Welfare Director’s Certification

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the public welfare programs in said county; that I have not violated any of the provisions of Code of Federal Regulations, 7 CFR, Part 3018 and 45 CFR, Part 93, regarding lobbying restrictions, and Section 1090 to 1096, inclusive of the Government Code; that the amounts reported herein have been expended and are properly chargeable

as expenditures for administration of the welfare programs in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the California Department of Social Services.

III. County Auditor's Certification

I hereby certify, under penalty of perjury, that I am the official responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Code of Federal Regulations, 7 CFR, Part 3018 and 45 CFR, Part 93, regarding lobbying restrictions, and Section 1090 to 1096, inclusive of the Government Code; that the expenditures reported herein have been authorized by the welfare director; and that warrants therefore have been issued or expenditures otherwise incurred according to law.

If you have any questions regarding this CFL, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

***Original Document Signed By
George E. Peacher, Jr., on 12/17/98***

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

c: CWDA